



MULTI-FAMILY MASTER PLAN REVIEW

Plan Submittal Checklist • 2015 I-Codes

Permit Center • 15151 E. Alameda Parkway, Ste 2400 • Aurora, CO 80012 • 303.739-7420
Fax: 303.739.7412 • Email: permitcenter@auroragov.org

Project Address			
Project Title			
Contact Person	Phone	Email	
Intake Staff Person			Date
Comments			

The checklist contains the minimum information required for a limited project. Review the checklist and verify your drawings contain the minimum required information. Only information applicable to your project will be required. Plans with missing or incomplete information will not be accepted for intake until the deficiencies have been corrected. The following checklist contains the minimum standard information required for a multi-family residential project submitted for review for the purpose of obtaining a building permit. The scope of the building plan review is the examination of building construction documents for compliance with the requirements of the adopted codes and all corresponding Amendments of the city of Aurora.

Pre-Submittal Meetings or Staff Consultations are available upon request to discuss or resolve any code issues related to the project.

Important: Prior to submitting any construction plans/documents to the Building Division it is strongly recommended that the applicant first consult with their Planning Department Project Manager to obtain the development application number, planning commission approval date and an approval stamp with signature. A Zoning Review is necessary for all new buildings or building additions and it is strongly recommended that the applicant receive Planning and Zoning approval prior to plan submittal. This review requires a City of Aurora approved and signed Site Plan, which is provided by the Zoning Desk of the City of Aurora. However, if you wish to submit plan review documents to the Building Division prior to receiving Planning and Zoning approval, please be aware that the building permit cannot be issued until Planning and Zoning approval is obtained. Any changes required by the Planning Department may affect the Building Division review and delay the permit issuance.

CONSIDERATIONS FOR PLAN SUBMITTAL

- Plans received by mail, online, courier, UPS or otherwise unaccompanied by a knowledgeable applicant will be checked for completeness per this checklist. If plans are determined to be unacceptable for plan review, the applicant (listed contact person) will be notified that the plans must be picked up within two weeks, or they will be discarded.
- Plan review fees must be paid in full before the plan review process can begin.
- An individual plan review submittal package is required for each individual building type.

CONSIDERATIONS FOR PLAN SUBMITTAL

- All new commercial structures or additions to existing structures are required to be evaluated for adequate in-building radio coverage at the time of final frame or final electrical inspections.
- A completed Building Permit Application form must accompany each submittal.
- Provide a copy of the City of Aurora approved site plan with the accessibility Implementation plan as required per CRS 9-5-106 that indicates the accessible unit locations.

NOTICE: Separate plan reviews and building permits will be required for the installation of all fire protection systems required to be installed in conjunction with the construction of a building or addition. These fire protection systems include, but are not limited to:

- Fire Sprinkler Systems, Standpipe Systems, Fire Alarm Systems, and Emergency Responder Radio Coverage Systems.

THE CITY OF AURORA HAS ADOPTED THE FOLLOWING CODES*

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| <ul style="list-style-type: none">• 2015 International Building Code (IBC)• 2015 International Existing Building Code (IEBC)• 2015 International Mechanical Code (IMC)• 2015 International Plumbing Code (IPC)• 2015 International Fire Code (IFC)• 2014 National Electrical Code (NEC) | <ul style="list-style-type: none">• 2015 International Energy Conservation Code (IECC)• *Amendments to the codes can be found at www.municode.com• (Chapter 22 Buildings and Building Regulations)• (Chapter 66 Fire Prevention and Protection Regulations) |
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MINIMUM PLAN REVIEW DOCUMENT REQUIREMENTS

GENERAL INFORMATION

- Plans should be submitted in Adobe PDF format for electronic review and the approved plans will be returned in PDF format. Other formats will not be accepted. Plans with electronic engineer stamps are acceptable. The applicant is responsible to provide a printed set of plans for use in the field.
- Project criteria information shall be provided on the cover sheet of plans including, but not limited to, applicable codes and amendments, occupancy group, type of construction, gross floor area for each level, number of stories, and building height.
- Each sheet of plans shall be a minimum size of 24" x 36" drawn to scale in U.S. units to ensure legibility with sufficient detail to clearly document the nature and scope of proposed construction.

- If electronic submittal is not practicable one (1) complete set of plans sized at 36" X 24" drawn to scale will be acceptable. Plans stamped "Preliminary" and/or "Not for Construction" will be rejected. Approved paper plans will not be returned but will be available for download at www.auroragov.org under property information. For questions contact Customer Service at 303.739.7420.
- Each sheet shall be sealed and signed by a Colorado licensed/registered professional designer as required by state law. (Consult with building plan review staff for projects which require professional engineers and registered architects).
- Provide a copy of the City of Aurora approved site plan with the accessibility Implementation plan as required per CRS 9-5-106 that indicates the accessible unit locations.

SITE EVALUATION

- Show the location of all proposed and existing structures with dimensions, including distances to any miscellaneous structures such as fences, dumpster enclosures, mail kiosks, etc.
- Provide exterior elevations that clearly indicate the final grade adjacent to the structure.
- Notes: _____

BUILDING PLANS

- Where required by Colorado State Statute, plans must be stamped by a Colorado State Registered Architect or Engineer. The architect and/or engineer is responsible for the design and shall stamp and sign each sheet submitted.
- Plans shall be separated by discipline - Architectural/Structural; Mechanical; Plumbing; Electrical; Life Safety (if applicable).
- Notes: _____

CODE ANALYSIS

- Occupancy group(s) as defined by the IBC.
- Construction Type as defined by the IBC.
- Location of building on property.
- Allowable area calculations and code provisions used to obtain the increases.
- Actual floor area of the building.
- Number of stories and height of building.
- Exit analysis. (Exit width, occupant load, number of exits).
- New and existing fire sprinkler system and the extent of the system.
- Notes: _____

FOUNDATION PLAN AND DETAILS

- Provide complete and clearly dimensioned foundation plan.
- Foundation wall and slab details.
- Reinforcing steels - sizing and spacing.
- Soils Report
- Notes: _____

STRUCTURAL

- Plans to show load path elements.
- List structural material specifications.
- Structural calculations stamped by the engineer of record.
- Notes: _____

FLOOR PLANS

- Names and use of all rooms and spaces.
- Complete dimensions.
- Complete door and window schedule and door hardware.
- Wall and ceiling finish materials and specifications.
- All area and occupancy separations.
- Notes: _____

FRAMING PLANS AND DETAILS

- Wall details.
- All beams, supports, and structural details. (Sizes and locations).
- Exterior walls and bearing partitions.
- Type and thickness of floors.
- Notes: _____

ROOF FRAMING PLANS

- Dimensions.
- Rafter sizes and spacing.
- Roof diaphragm information.
- Beam sizes.
- Bearing walls and posts.
- NOTE: "Factory Built Truss Plans" must be submitted to the field inspector at time of inspection.
- Roof ventilation.
- Roofing materials.
- Notes: _____

ELEVATIONS AND SECTIONS

- Exterior elevations to include all weather resistive construction.
- Cross sections sufficient to reflect structural systems.
- All exterior assemblies must identify the R-Value of the insulation.
- Location and size of ventilation openings for crawl spaces, attic, roof joist spaces and soffits.
- Stair enclosure and or elevators.
- Details of construction features such as stairs, balconies, retaining walls, ramps, etc., including specifications of all materials.
- Notes: _____

FIRE RESISTIVE CONSTRUCTION:

- Openings or penetrations of fire resistive construction are to be detailed in section view with applied references.
- Construction details of rated assemblies including corridors, area separation wall, horizontal exits, occupancy separations.
- Notes: _____

LIFE SAFETY

- Identify the type and location of the new or existing sprinkler system for the buildings proposed use.
- Identify the type and location of the new or existing fire alarm required for the buildings proposed use.
- Identify fire extinguisher locations and types.
- Exit lighting, exit signage, and emergency lighting.
- Notes: _____

ELECTRICAL PLANS

- Provide available point-to-point fault current calculations, that show feeder lengths, at all affected line terminals, for new and existing panel boards. New overcurrent protection devices and equipment must show compliance with NEC 110.9 and 110.10. U.L. series rated listing information, and manufacture specification cut sheets, and point-to-point motor contributions, per NEC 240-86, must be included with your plan submittal.
- Provide complete power and lighting plan for each floor level which indicates the type and location of all receptacles, fixtures, switches, transformers, and panels.
- Provide complete riser diagram including but not limited to service entrance and feeder conductors, meters, service equipment, sub-feed disconnects, and panels.
- Identify on power and lighting plan each branch circuit including the location of receptacles, fixtures, and switches.
- Exits and exit access doors within the structure shall be clearly identified on both the architectural and electrical plans by utilizing a label reading "REQUIRED EXIT" with an exit sign symbol. Note. Any door shown on the plans that is reflecting a label and exit sign symbol will be required to install exit door hardware with the interior and exterior lighting requirements of the 2009 IBC, Chapter 10.
- Notes: _____

MECHANICAL PLANS

- Show model and type of equipment. Heating and cooling with makeup air.
- Energy demand, BTU input.
- Location, access and working space for mechanical equipment.
- Combustion air, flue sizes, and material.
- Fire/smoke dampers.
- Sizes of supply and return air ducts and grilles shown in plan view. CFM capacity of ducts, grilles and diffusers.
- Location, material, and insulation of mechanical pipes and ducts.

- Size, location, and piping material of all air conditioning condensate drains.
- Size, location, and ducting of all smoke/fire control systems.
- Provide complete calculations for outdoor air ventilation based on the corresponding occupancy classification and occupant load (if applicable).
- Notes: _____

ENERGY CONSERVATION PLANS

- Indicate method of envelope compliance per 2015 IECC and provide supporting documentation. Provide "2015 Mechanical Comcheck". Provide "2015 Comcheck Lighting Compliance Report". Check the boxes in section 4 of the lighting compliance report to identify the type of controls (mandatory).
- Notes: _____

ELEVATORS/ESCALATORS

- The City of Aurora Building Division does not review or inspect the installation or the alteration of Conveyance systems. As such, a Certificate of Occupancy will not be issued until the State of Colorado issues a Certificate of Operation for each conveyance.
- All conveyances must be registered with OPS prior to being placed into service. Please contact:

Dept of Labor and Employment

Division of Oil and Public Safety - Conveyance Section
 633 17th Street, Suite 500
 Denver, CO 80202-3660
 303.318.8530 • Fax 303.318.8546

Plan Review Times

The City of Aurora Building Division has committed to overall maximum average times for plan reviews. Those plans requiring corrections will be rejected within the time frame listed below and, when resubmitted with all corrections done properly, would receive a plan approval within the time frame listed below.

City plan review for code compliance	=	26 days
Code corrections by applicant	=	12 days
City review of code corrections	=	2 days
TOTAL WORKING DAYS	=	47 DAYS
TOTAL CALENDAR DAYS (WEEKS)	=	61 DAYS / 8.71 WEEK

IMPORTANT: After the approval of a Master Multi Family Plan, a permit application form must be completed and submitted for each building to be constructed. This permit will take seven working days to route to the appropriate Departments for review and approval.

BOARD OF APPEALS: The City of Aurora has created a Building Code and Contractors Appeals and Standards Board. Applicants have the right to have the board hear appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the building code. Any application for appeal to the board shall be based on a claim that the true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of the building code do not fully apply or an equally good or better form of construction is proposed.

COMMENTS OR CONCERNS: We are always looking for ways to improve the website and our hand-outs for the Building Division. Please email bldginsp@auroragov.org with your comments and suggestions.

"Colorado's Only IAS Accredited Building Division"